New Solar Homes Partnership

Web Tool Application Guide

April 2017

Hardware and Software Requirements

The following minimum configuration is required: Standard PC or Mac with Microsoft Internet Explorer v 7.0 is recommended.

Installation

The web tool is a MS.NET database application running on SQL 2008. The application is accessed through Microsoft Internet Explorer 7.0 or higher web browser. Therefore, no application installation is required. In order to read documents stored within the web tool, **<u>ADOBE PDF READER IS RECOMMENDED.</u>**

Customer Support

Customer support for the New Solar Homes Partnership program (NSHP) application process moves through two different levels. The customer can access Level One support through the NSHP web tool "Help/FAQ" link, which provides answers to commonly asked questions. Customers with additional questions should contact the Energy Commission's Renewables Call Center. The Renewables Call Center should be able to address general inquiries on the NSHP program and the web tool.

Level One	→	Self Help: Frequently Asked Questions
Level Two	→	Contact the Energy Commission's Renewables Call Center

Program Administrator

California Energy Commission
New Solar Homes Partnership
1516 Ninth Street, MS-45
Sacramento, CA 95814
Phone: 1-844-421-6229
E-mail Address: renewable@energy.ca.gov

Summary of New Solar Homes Partnership Guidebook Requirements

The following table is a brief summary of program eligibility requirements. The applicant should refer to the most recent version of the *New Solar Homes Partnership Guidebook* located at: http://www.gosolarcalifornia.ca.gov/about/nshp.php for more detailed descriptions of the requirements.

Table 1-1: Summary of Program Eligibility Requirements (*NSHP Guidebook, Tenth Edition*)

Program Element	NSHP Requirement
Eligible Technologies	Flat-plate photovoltaics only
Eligible Electric Service Territories	PG&E, SCE, SDG&E, and Bear Valley Electric Service (BVES)
Eligible Housing Types	New residential construction, including total building renovations, common areas of housing developments, and qualifying mixed-use projects.
Eligible Equipment	New and not previously placed in service, and on the Energy Commission's eligible equipment website (http://gosolarcalifornia.org/links/equipment_links.php)
Reservation Period	36 months for Solar as Standard, Affordable Housing, and virtual net-metered projects. 18 months for all other projects.
Incentive Level	Flexible Installation (FI) Incentive structure for Incentive Level 8 for market-rate housing projects, and Incentive Level 6 for affordable housing residential units and common area structures: • $1.50/watt for affordable housing residential units meeting Code-Compliant energy efficiency requirements, and affordable housing common areas, • $1.85/watt for affordable housing residential units meeting Tier I or Tier II energy efficiency requirements, • $0.50/watt for market-rate housing projects meeting Code-Compliant energy efficiency requirements, • $0.75/watt for market-rate housing projects meeting Tier I energy efficiency requirements, or • $1.25/watt for market-rate housing projects meeting Tier II energy efficiency requirements. Additional funding may be available from the utilities for meeting Tier I and Tier II energy efficiency requirements.
Incentive Level Adjustment	Volumetric trigger. Declines as prespecified target MW volumes are reached.
Incentive Adjustments	Depends on geographic location, orientation, tilt, shading, and equipment efficiency.
Energy Efficiency Requirements	Code-Compliant: The building complies with *2013 or 2016 Energy Standards*. Tier I: Residential buildings that exceed the *2008 or 2013 Energy Standards* by at least 15%. Tier II: Residential buildings that exceed the *2008 or 2013 Energy Standards* by at least 30%. An ENERGY STAR® label is required for appliances provided by the builder for all projects.
Interconnection	Grid connected with eligible utility required.
Solar Energy System Installation Field Verification Checkpoints	Solar energy system installation, equipment, and performance shall be verified by the installing contractor and a certified HERS Rater.
Energy Efficiency Measures Installation Field Verification	Energy efficiency measures used to meet the Tier I or Tier II performance level shall be field verified by the installing contractor and a certified HERS Rater.

Source: California Energy Commission

Table 1-2: Project Types and Required Reservation Application Documentation

Reservation Application Documents	Project Type			
	Affordable Housing Residential Dwelling Unit and Common Area	Custom Home/Small Development	Solar as/not as Standard	Market-Rate Common Areas
Reservation Application Form: NSHP-1	X	X	X	X
Subdivision Map*			X	
Building Permit	X	X		X
Flexible Installation Calculator				
NSHP FI-1 Compliance Form	X	X	X	X
FI-1 Digital Input File (.huf)	X	X	X	X
Energy Efficiency Documentation				
CF-1R Form**	X	X	X	X
PERF-1, if applicable	X			X
Utility New Construction Energy Efficiency Program Approval Letter	If the project is participating in the utility new construction energy efficiency program, then the applicant may submit the program approval letter in place of the building permit/subdivision map and energy efficiency documentation.			
NSHP Incentive Disclosure Affidavit	X	X	X	X
Installation Contract***	X	X	X	X
System Size Justification****	X			X
Regulatory Agreement	X			

*Applicants may provide either a tentative or final subdivision map or building permit as proof of residential new construction. See Guidebook Chapter IV, Section E, Part 2 for more info.

**For Tier I and Tier II projects subject to the *2008 Standards*, the electronic input file (.bld/.mp7, .mp8, .ribd), plan set, and checklist items are also required.

***For systems that are self-installed, a signed purchase agreement must be included. If there is no signed purchase agreement, receipts or invoices must be provided showing that at least 10% or $1,000 per residential unit has been paid. Leases or PPA's may be submitted in lieu of installation contracts if they meet all contract requirements.

****Only required for common area systems sized greater than 7.5 kW AC

General Instructions – Getting Started

Before beginning the online application process, please read the most recent version of the *New Solar Homes Partnership Guidebook* located at: http://www.gosolarcalifornia.ca.gov/about/nshp.php. You should also check to make sure that you have all of the necessary documents for a complete reservation application. Complete reservation packages will increase the rate at which projects can be approved and avoid time consuming corrections.

The NSHP web tool Home Page can be accessed by going to the web address: https://www.newsolarhomes.org. From the Home Page, further access to the application is dependent upon a user's log-in type. There are two types of users: Homeowners (or builder/developer) and Representatives.

Menu Navigation

NSHP Process: Quick overview of the application process

Help & FAQ: A list of Frequently Asked Questions and helpful information about the NSHP web tool.

Incentive Levels: List of current Incentive levels, MW capacity approved for the current incentive level, and the MW capacity under review for all program activity.

Reports: Select program and project search criteria to download NSHP reporting data.

Sign Up: Select the NSHP customer type to apply to the NSHP program.

Login: Use previously created Login and Password to log onto the NSHP web tool.

Forgot Login: Open this link if you have forgotten your username.

Forgot Password: Open this link if you have forgotten your password.

Creating an Account – Signing Up

In order to use the NSHP web tool, an applicant must first set up an account through the "Sign Up" process.

This account will be used to:

- Login
- Manage projects/sites
- Check application status

The applicant must have a valid email address in order to sign up. It is important that this email account is checked regularly as NSHP Staff may use this email address to request additional information, if necessary.

Select the Sign Up link on the home page.

Select the type of customer that best describes you:

I am a Homeowner: A homeowner or developer who is planning to install solar equipment on one or more residential units.

I am a Representative: An agent that is representing a homeowner, builder or developer.

Homeowner Sign Up

Select the "I am a Homeowner" Icon.

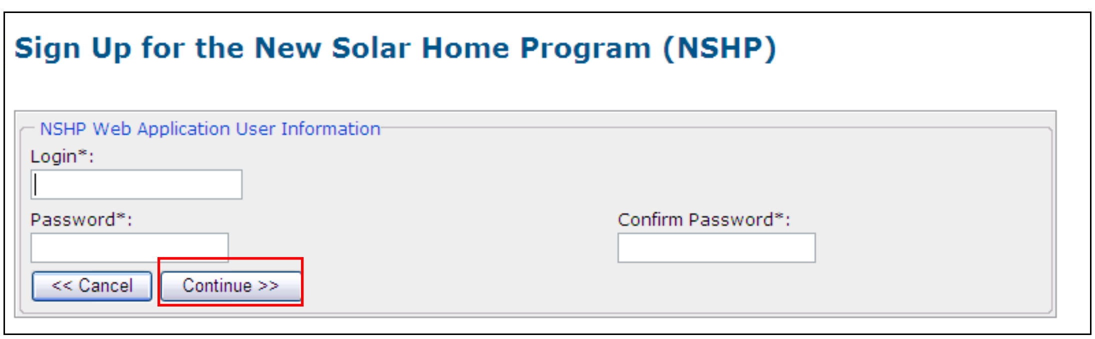
<u>NSHP Web Application User Information</u>

Note: Asterisks (*) noted are required fields. You will not be able to proceed until these fields have been completed.

Add Login information (Between 5 and 20 characters).

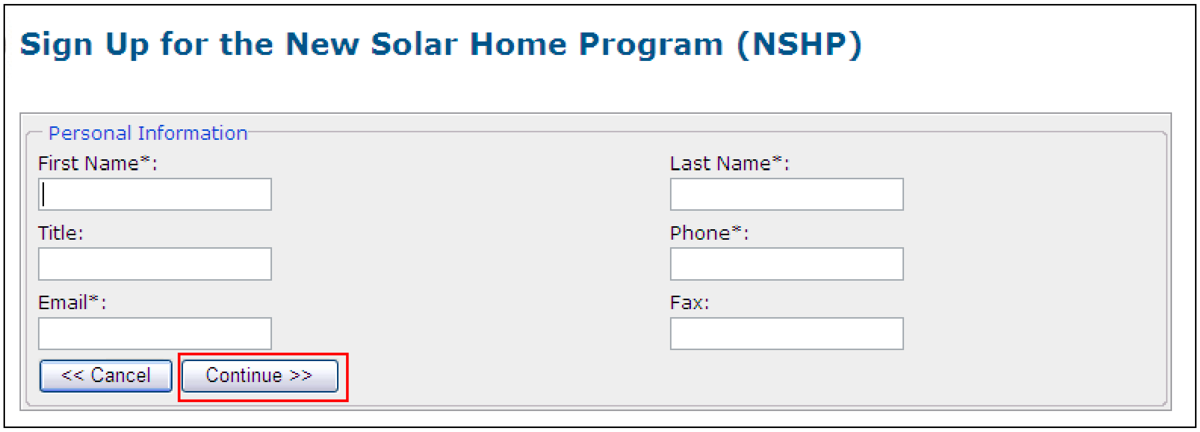
Add Password information (At least 8 characters) and confirm password.

Select the Continue button.



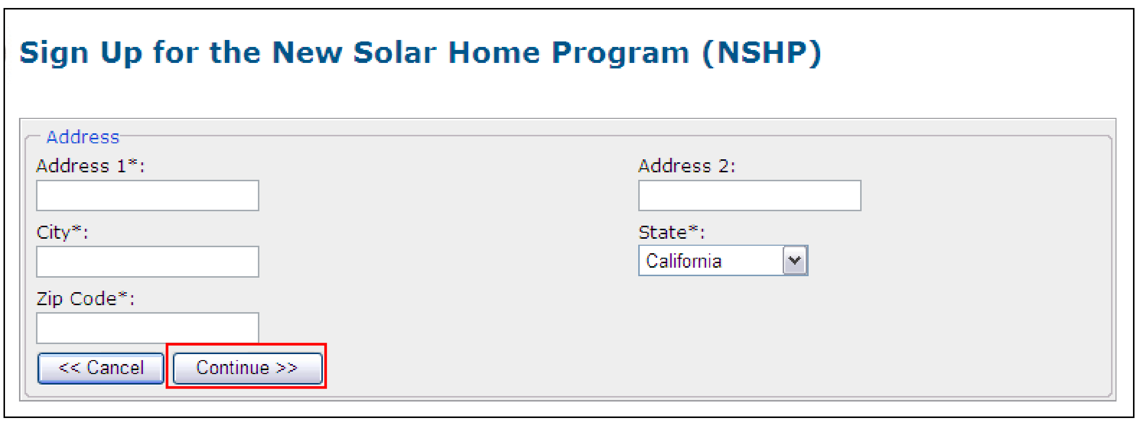
Personal Information

Complete the Personal Information section and select the Continue button.



Address

Enter the mailing address to complete the Address section and select the Continue button.



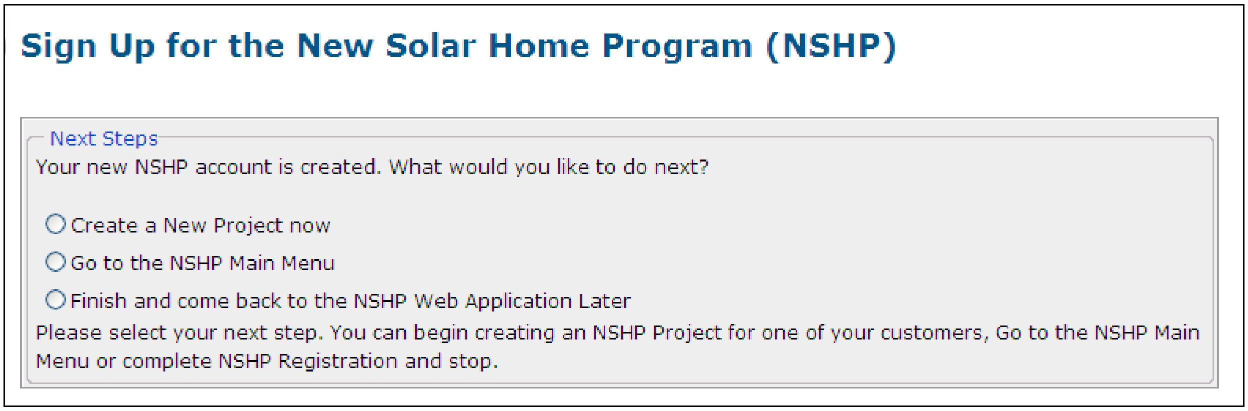
Next Steps

Your new NSHP account has been created. You can now select what you would like to do next.

- Create a New Project
- Go to the NSHP Main Menu
- Finish and come back to the NSHP web tool later

If you are ready to create a new project, select the option "Create a New Project now."

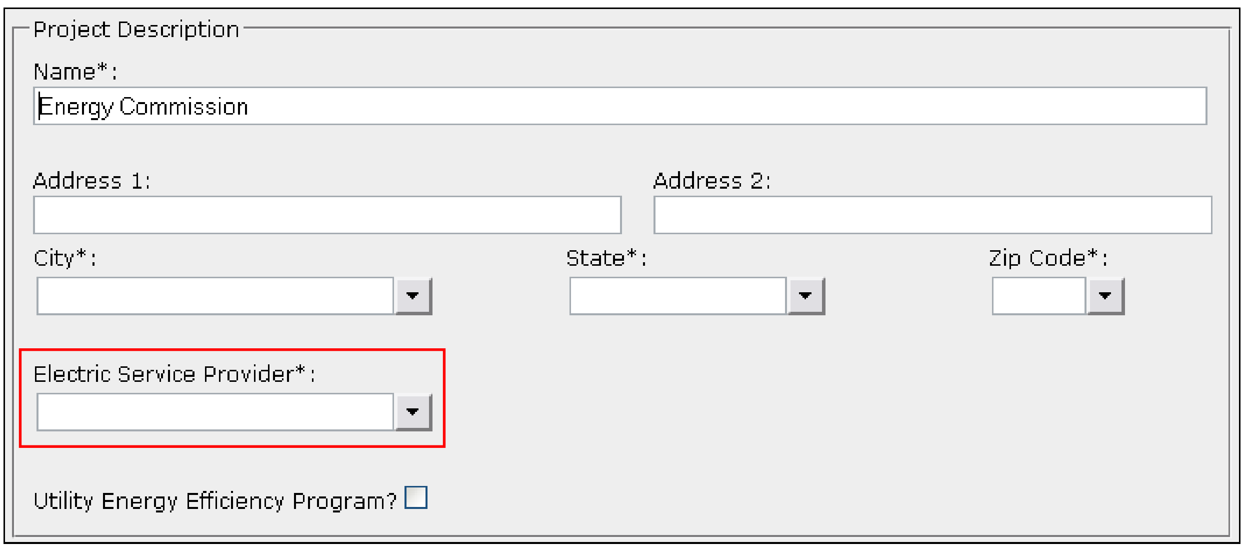
You will now add project information.



Creating a Project

<u>Project Description</u>

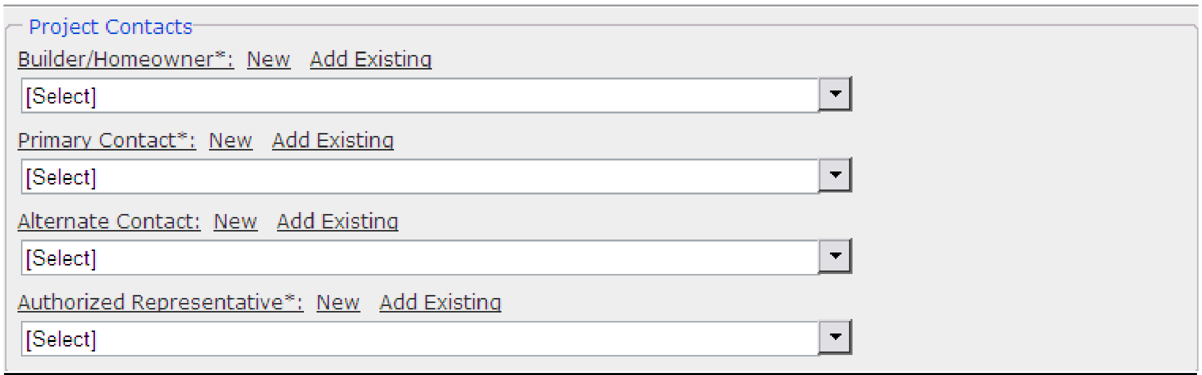
Enter project name, address information, city, state and zip code. After you enter your zip code, the name of the Electric Service Provider that services your area will appear in the drop down box labeled "Electric Service Provider."



If you check the "Utility Energy Efficiency Program?" box, you will be asked for the Residential New Construction Program Number. If you are participating in a program, please add the number to this box.

Project Contacts

You will now select or create your contacts for the project. These four contact entries will be the only user(s) with access to this project.



Builder/Homeowner: Select or create the Builder/Homeowner of the project.

Primary Contact: Select or create the person who should be contacted if the program administrator has questions regarding this application.

Alternate Contact: Select or create the person who should be contacted by the program administrator if the primary contact is not available.

Authorized Representative: Select or create the authorized representative for the project.

Creating a Project Contact

A homeowner, builder, representative, primary contact and alternate contact can also be referenced as an *Associate* with this web tool application.

Enter all applicable information and select the "Save & Return" button. Fields with asterisks are required. You cannot continue until these fields are complete.

Associate Detail

Add Login (Optional)

Associate Information

Business Name:

First Name*:

Last Name*:

Title:

Phone:

Email*:

Fax:

Address 1*:

Address 2:

City*:

State*: California

Zip Code*:

<< Return

<< Save & Return

Project Detail

Project Detail

Applicant Is*: The Homeowner A Builder/Developer

Occupancy Type*: Single Family MultiFamily

Residential units*:

Residential Units with Solar*:

Common Area Units with Solar*:

Reservation Type*:

- Solar as Standard
- Custom Home
- Small Housing Development (5 Units or Less)
- Solar NOT as a Standard
- Common Area Systems
- Affordable Housing

Will your system be Virtual Net Metered (VNM)?

Yes No

Please provide the system generation allocation percentages:

Residential Dwelling Units:

Affordable Housing Residential Dwelling Units:

Common Areas:

Applicant Is: Select whether the Applicant is the Homeowner or Builder/Developer.

Occupancy Type: Single Family Home or Multi-Family Home.

Residential Units: Enter the total number of residential units within this project.

Residential Units with Solar: Enter the number of residential units within this project that will have solar installed.

Common Area Units with Solar: Enter the number of common area units with solar (if applicable). A common area is eligible for an incentive as long as the common area(s) primarily benefit the residential occupants. If there are no common areas, please enter "0" in the common area section

Reservation Type

Solar as Standard: Developments/buildout phases of six or more residential units where the builder/developer has committed to installing solar energy systems on 50 percent more of the dwelling units.

Custom Home: Projects consisting of a single residence.

Small Developments: Housing development with fewer than six residential units.

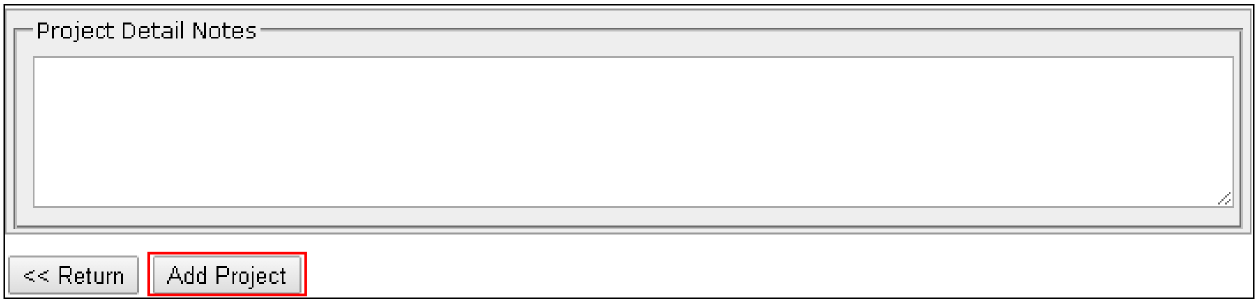
Common Area Systems: Nonresidential portions of new residential, mixed-use buildings or developments. The common area must provide a primary benefit for the residential occupants.

Solar NOT as Standard: The builder/developer offers solar energy systems as an option to residential home buyers. The NSHP will reserve funding for up to 50 percent of the residential dwelling units in this project.

Affordable Housing: Eligible projects include multifamily and single family developments where at least 20 percent of the project units are reserved for extremely low, very low, lower or moderate income households for a period of at least 10 years. The affordable housing projects must be undertaken pursuant to Sections 50052,5, 50053, or 50199.4 of the Health and Safety Code, or other affordable housing laws or regulations adopted by the California Department of Housing and Community Development.

Project Detail Notes: Project Detail Notes listed at the bottom of the Project Information page can be viewed and edited by anyone with access to the project.

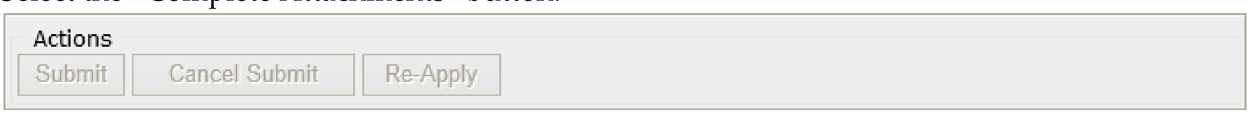
After all applicable information has been added, select the "Add Project" button underneath Project Detail Notes.

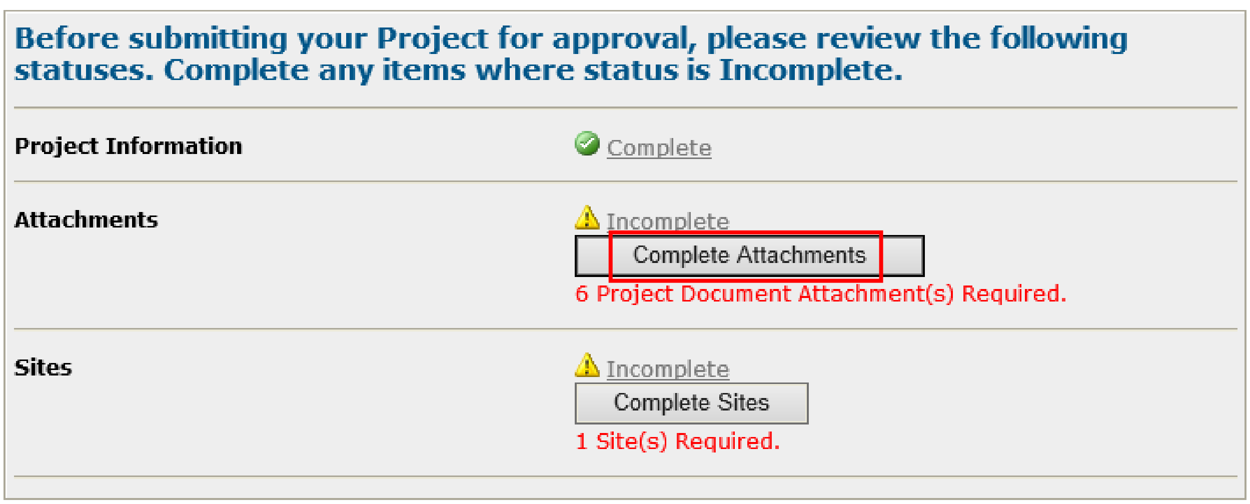


After you select the Add Project button, you are taken to the Project Summary page. Note the timeline above the Project box. This timeline will provide a snapshot of the current progress of your application.

The Project Summary provides status information pertaining to the project. The next step of the application process is to add documents (Attachments) for your project.

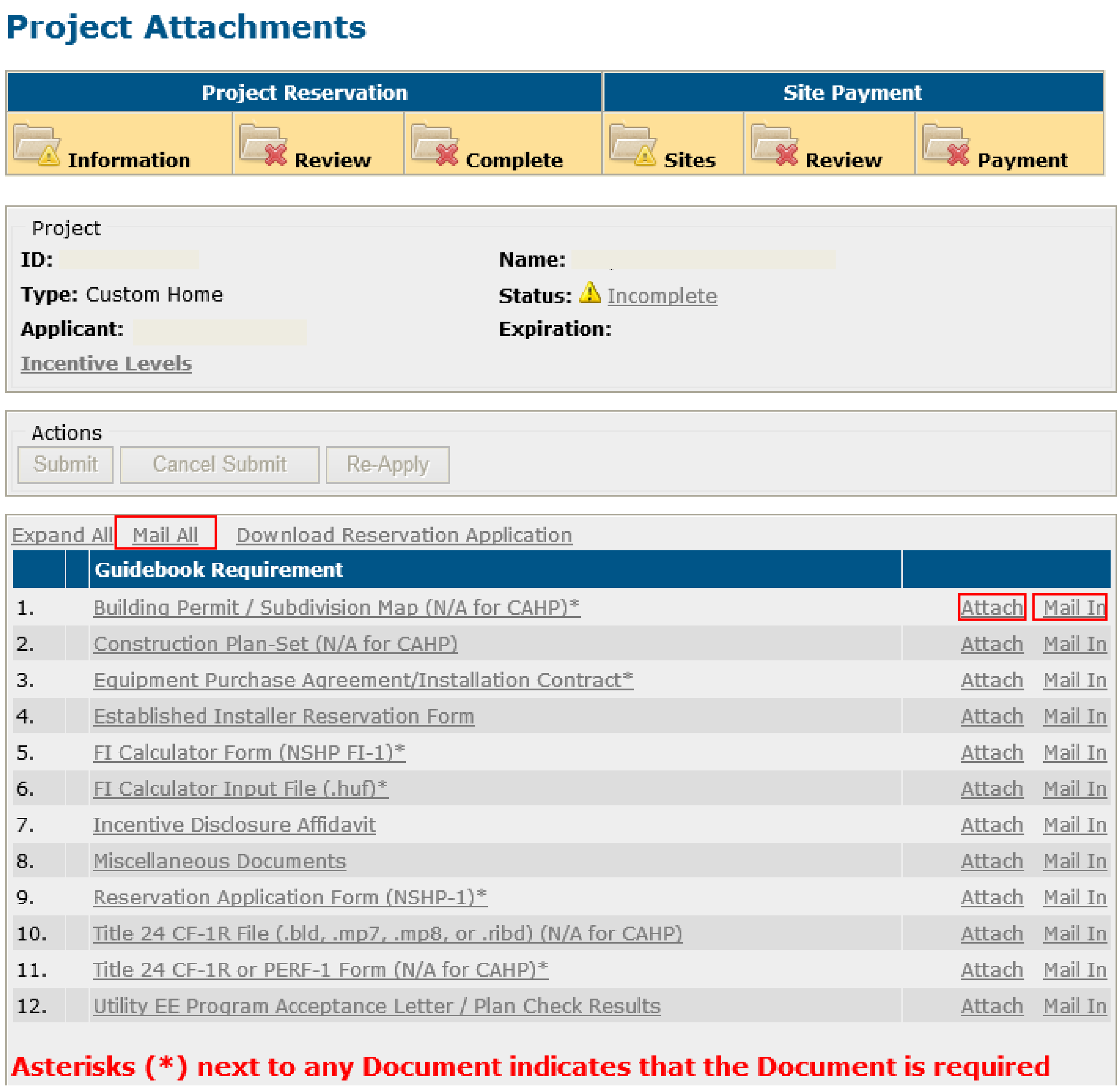
Select the "Complete Attachments" button.





Select the required Guidebook Requirement form/file by selecting the Attach hyperlink or the Mail In hyperlink. You can also select the Mail All hyperlink. If you download a form/file, please use the appropriate file type that is noted next to the form/file name. All required forms that do not specify a file type must be submitted as a .pdf. If the file cannot be read, then the document will be considered incomplete and will need to be resubmitted.

For faster processing time, it is highly recommended to submit your project in the web tool. All projects in the web tool have priority over mail-in projects. *Note: Attachments have a size restriction. The document cannot be larger than 15 MB. You can break up the attachment into smaller sizes in order to submit via the web tool, or submit the entire attachment by mail.*



After the Attachments have been selected, click on the Incomplete link in the Project box and you will be returned to the Project Summary screen.

You will now complete the sites associated with the Project.

Select the Complete Sites button.

Project Reservation			Site Payment		
Information	Review	Complete	Sites	Review	Payment

Project

ID:

Name:

Type: Custom Home

Status: Incomplete

Applicant:

Expiration:

Incentive Levels

Actions

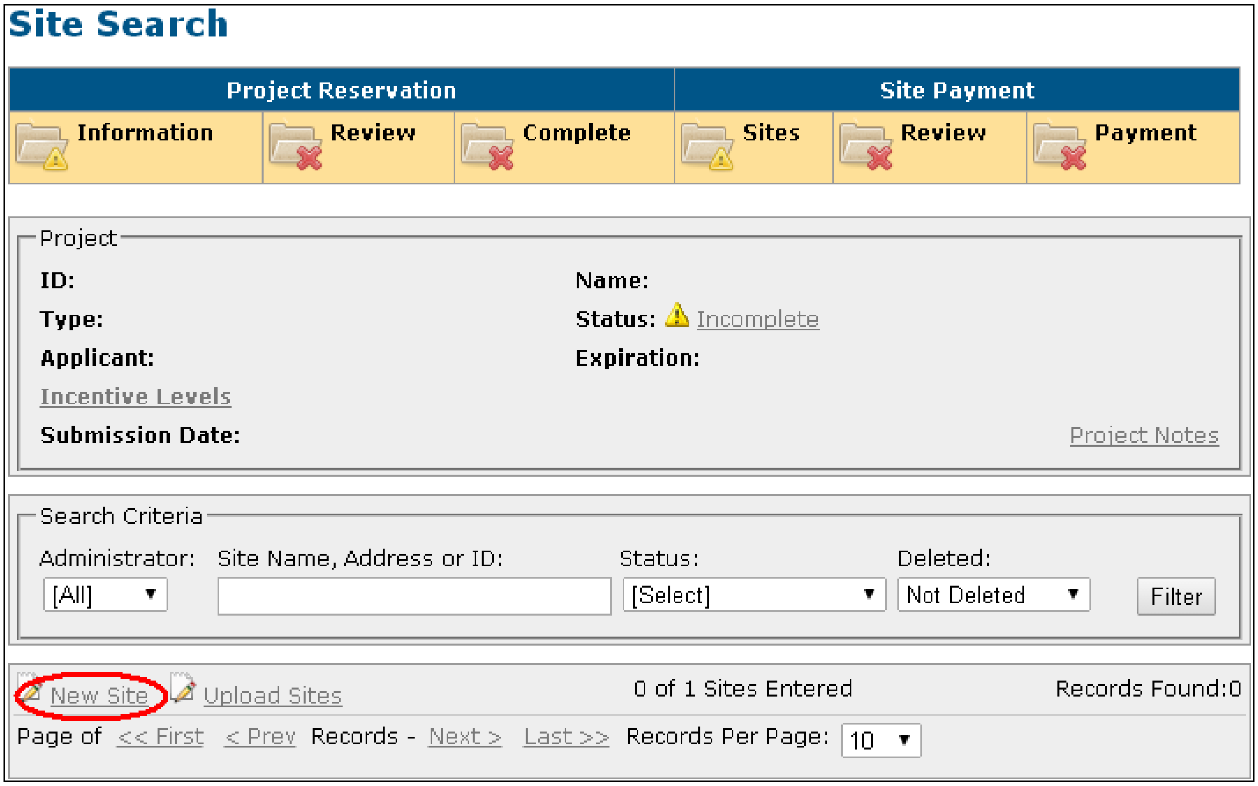
Submit | Cancel Submit | Re-Apply

Before submitting your Project for approval, please review the following statuses. Complete any items where status is Incomplete.

Project Information	Complete
Attachments	Complete
Sites	Incomplete Complete Sites 1 Site(s) Required.

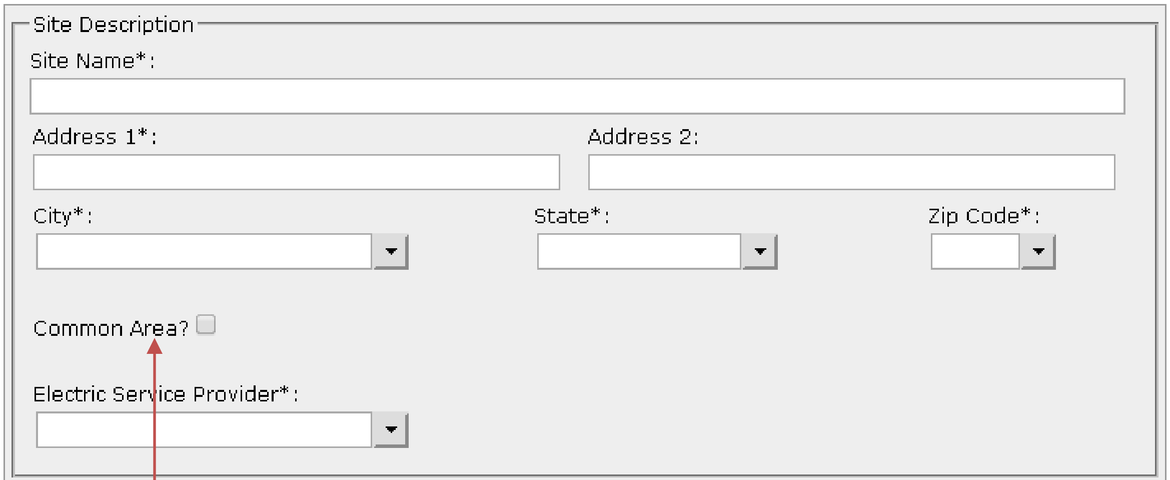
Creating a Site

After the Complete Sites button is selected, you will be taken to the Site Search page. To create a new site, select the New Site link.



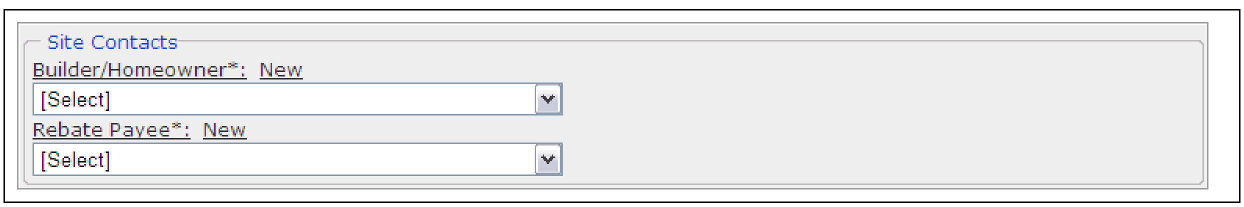
After selecting the link you will be taken to the Site Detail – Add screen.

<u>Site Description</u>

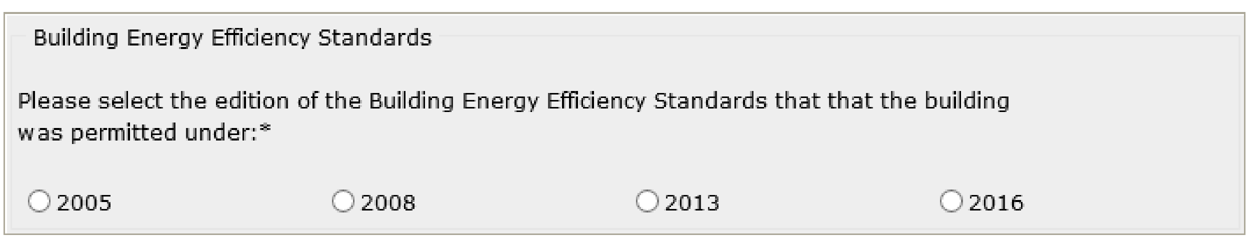


The address, city, state, and zip code will automatically carry over from the Project Address. If the address is not correct, make appropriate changes.

<u>Note:</u> if one or more common areas are listed under project information then each common area needs its own site created. If the solar PV system is being applied to a common area, check the "Common Area?" box.



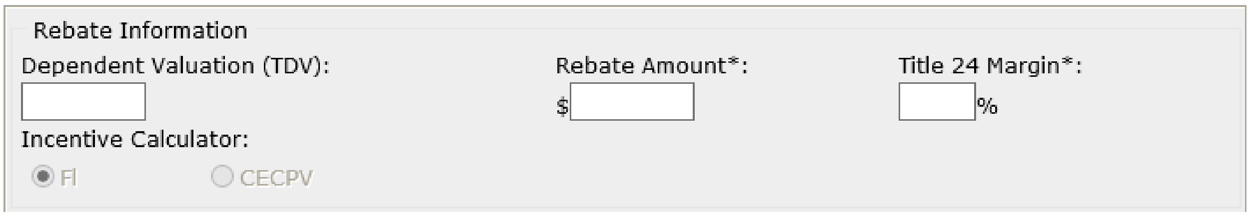
The Builder/Homeowner name will be added automatically. Change if necessary. In the Rebate Payee contact box, select a name from the drop-down menu or add a new contact person.



<u>Building Energy Efficiency Standards (Energy Standards)</u>

The NSHP energy efficiency requirements are determined by the Energy Standards under which the project was permitted by the building department or local authority having jurisdiction. Applicants may also verify the Energy Standards a project is subject to using the following dates:

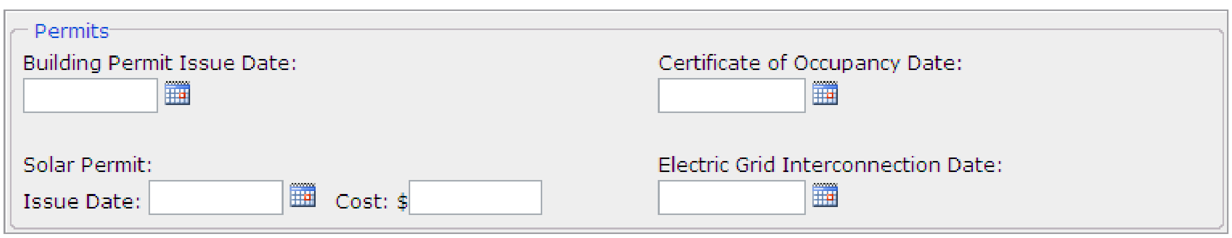
- *2016 Energy Standards*: Building permit application(s) submitted to the building department on or after January 1, 2017.
- *2013 Energy Standards*: Application(s) submitted to the building department on or after July 1, 2014, and prior to January 1, 2017.
- *2008 Energy Standards*: Application(s) submitted to the building department on or after January 1, 2010, and prior to July 1, 2014.



Dependent Valuation (TDV): This field is only required for existing applications subject to an older edition of the Guidebook, for those using the CECPV Calculator. The TDV information is derived from the CECPV Calculator.

Rebate Amount: This information is derived from the FI Calculator.

Title 24 Margin: Provided on Certificate of Compliance form (CF-1R).



The Permits, Equipment and HERS sections will be completed after the installation of the solar system, so they do not have asterisks at this time. The permit information does not need to be completed at the time of reservation application, but will need to be completed before the site receives payment.

Building Permit Issue Date: This is the date the building permit was issued from the local jurisdiction.

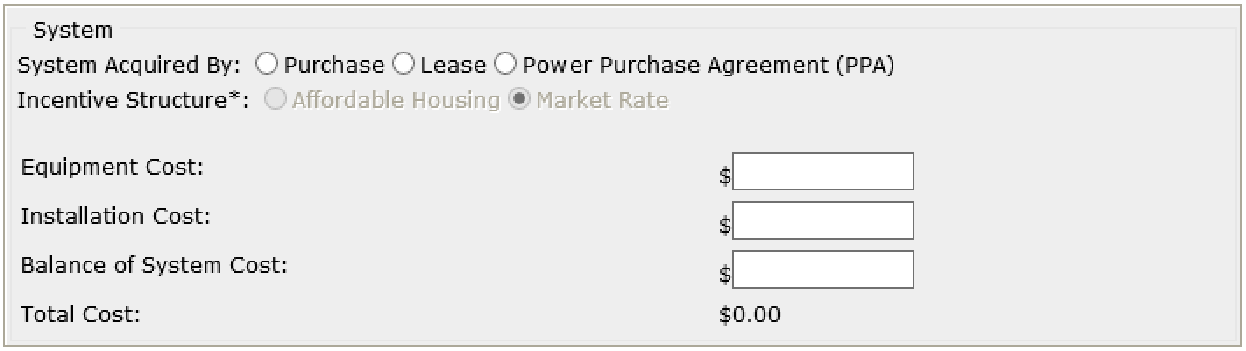
Certificate of Occupancy Date: This is the date the building permit is signed off or when a document is issued by a local government agency certifying a building's compliance with applicable building codes and other laws, and indicating it to be in a condition suitable for occupancy.

Solar Permit:

Issue Date: This is the date that a local jurisdiction issued a solar permit.

Cost: This is the cost the local jurisdiction charged for the solar permit.

Electric Grid Interconnection Date: This is the date the utility approves the connection of the solar system to the grid. This information is noted on the Interconnection Letter received from the utility. Per NSHP eligibility requirements, the interconnection date cannot be more than 6 months prior to the submission date of the application (the first application, if it is a re-apply).



System

System Acquired By: ○ Purchase ○ Lease ○ Power Purchase Agreement (PPA)

Incentive Structure*: ○ Affordable Housing ◉ Market Rate

Equipment Cost:	$
Installation Cost:	$
Balance of System Cost:	$
Total Cost:	$0.00

System Acquired by: Select whether the equipment was purchased, leased, or applicant entered into a Power Purchase Agreement (PPA).

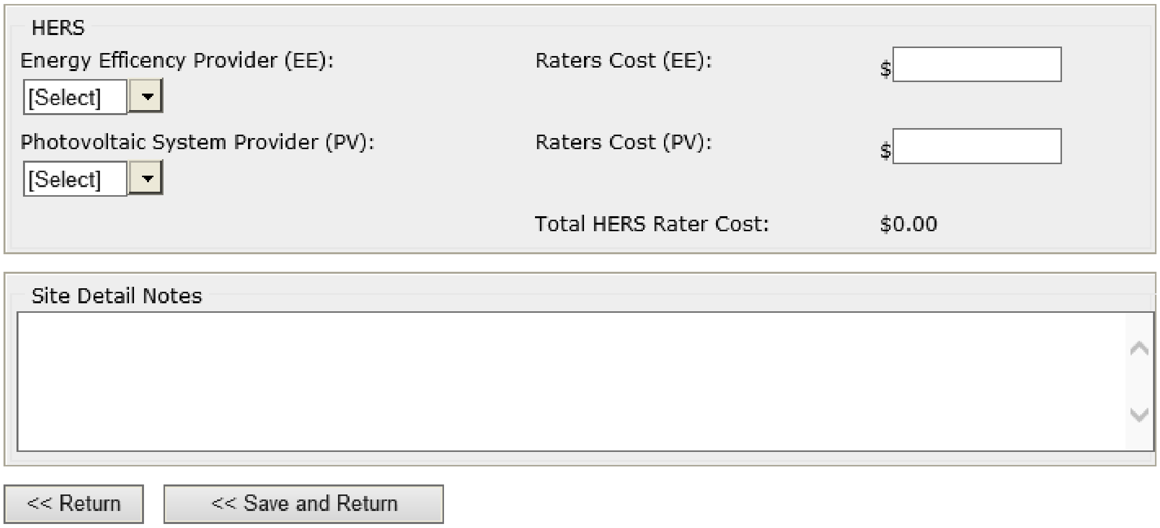
Incentive Structure: This may already be auto-filled based on information provided earlier in the application. See NSHP Guidebook, Tenth Edition Chapter IV Section F for information on qualifying for the affordable housing incentive structure.

Equipment Cost: Enter the cost of equipment which includes the modules and inverters.

Installation Cost: Enter the cost of installation of the solar PV system.

Balance of System Cost: Enter the balance of system costs which include any additional costs associated with the installation (e.g. Mounts, System Design, additional hardware, etc.).

Total Cost: These costs will be calculated automatically.



Energy Efficiency Provider (EE): From the drop down menu select the HERS provider (CHEERS or CalCERTS).

Photovoltaic System Provider (PV): From the drop down menu select the HERS provider (CHEERS or CalCERTS).

Raters Cost (EE): Enter the cost the HERS rater charged for the energy efficiency field verification.

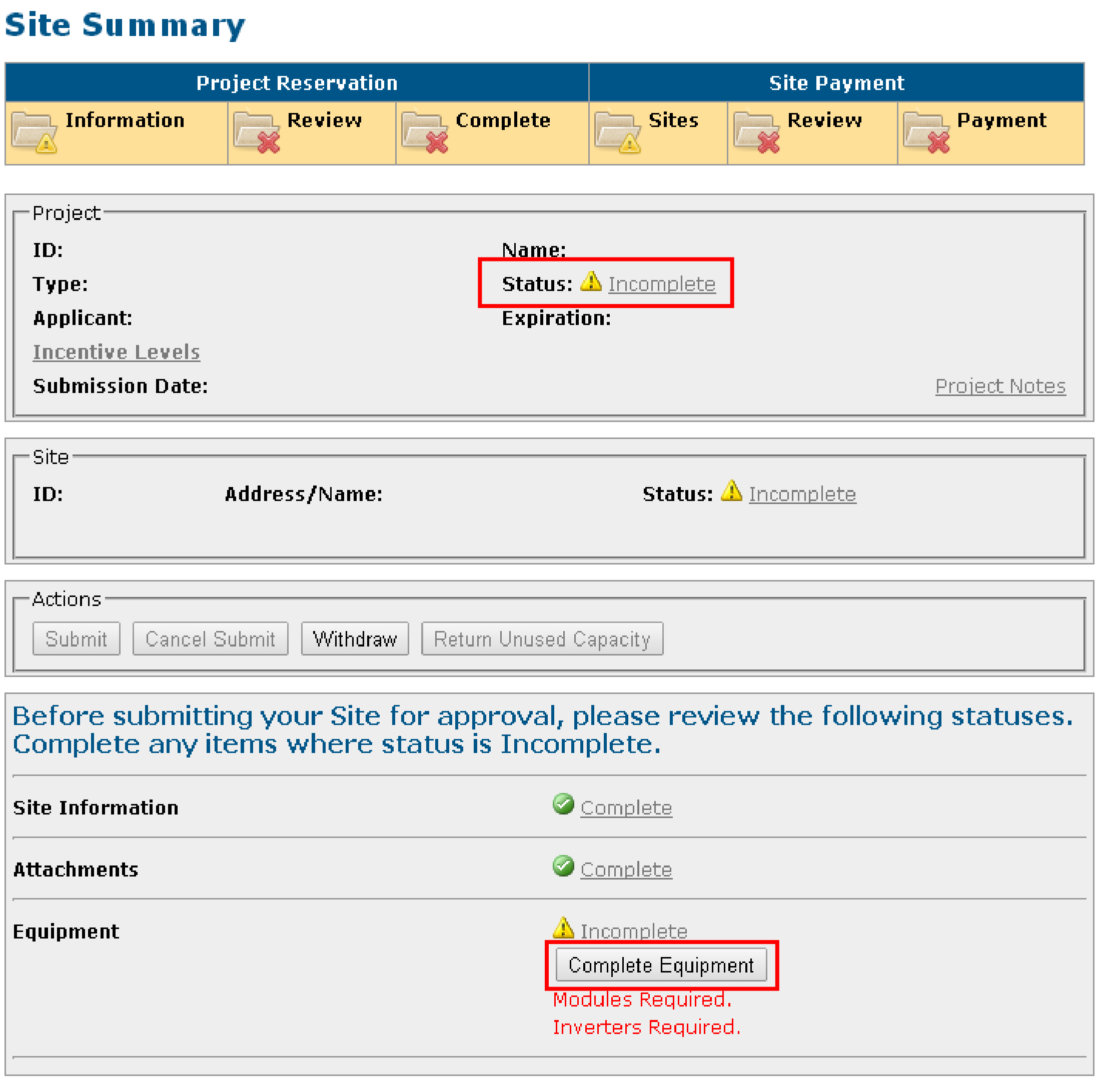
Raters Cost (PV): Enter the cost the HERS rater charged for the photovoltaic system field verification.

Total HERS Rater Cost: This will be automatically calculated.

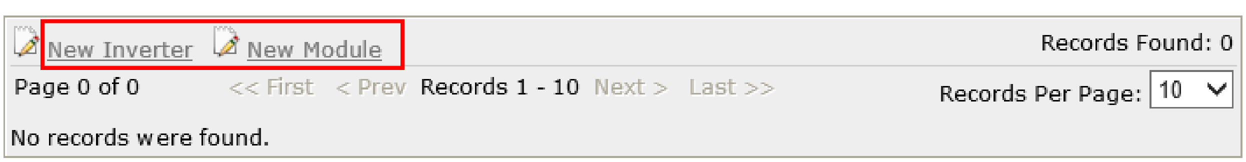
Site Detail Notes: Site Detail Notes listed at the bottom of the Site Information page can be viewed and edited by anyone with access to the project.

Enter all applicable information and select the Save and Return button.

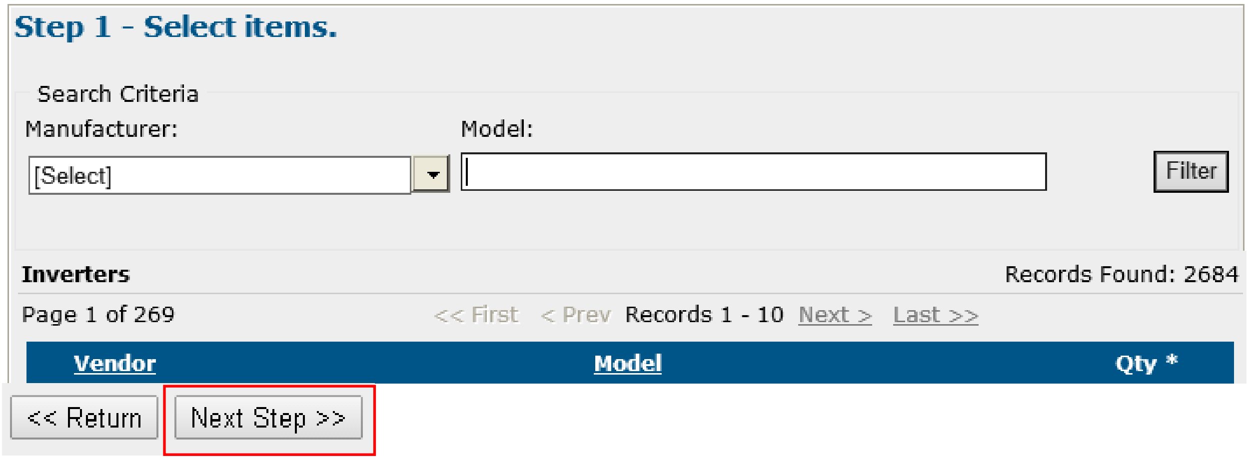
After you select the Save and Return button you will be taken back to the Site Summary screen.
Note: The status for Equipment is Incomplete. Select the Complete Equipment button.



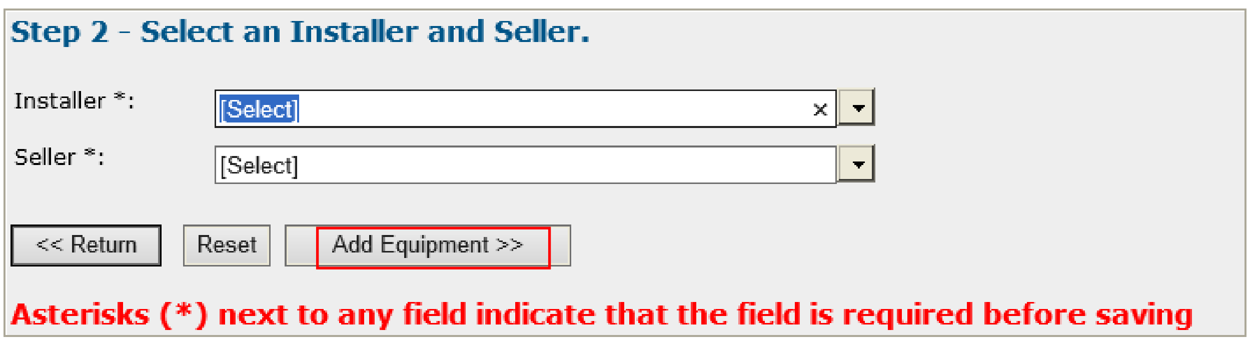
To enter an inverter or module, select the New Inverter hyperlink or the New Module hyperlink.



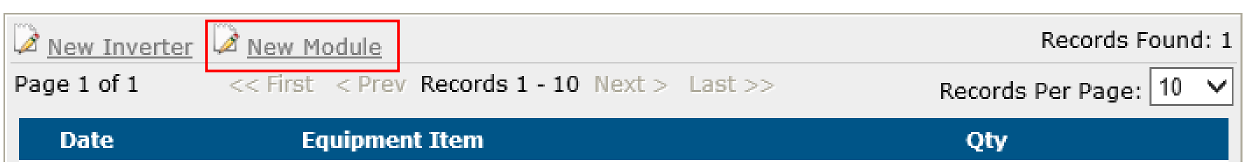
If you know the manufacturer of the inverter, use the drop-down menu under Search Criteria and scroll down to the manufacturer's name which will be highlighted. Select the Filter button and all of the inverters for this manufacturer will be displayed. Add the number of inverters in the box to the right of the selected inverter. Select the Next Step button.



The next step (Step 2) is to select the Installer and Seller. Use the drop-down menu to scroll to the Installer and Seller names. Select [Vendor Not Listed] at the bottom of the drop-down menu if applicable. After they have been selected select the Add Equipment button.



After you have added the inverter(s), you will return to the Equipment Summary page and select the New Module link and complete the information for the modules.



Complete the same steps from the Inverter section to add equipment in the Module section.

Equipment has been added and the Project Status has changed to Ready to Submit. The Site Status is Complete. Select the Ready to Submit hyperlink in the Project Status box.

Site Summary

Project Reservation			Site Payment		
Information	Review	Complete	Sites	Review	Payment

Project

ID: **Name:**

Type: **Status:** Ready to Submit

Applicant: **Expiration:**

Incentive Levels

Submission Date: Project Notes

Site

ID: **Address/Name:** **Status:** Complete

Actions

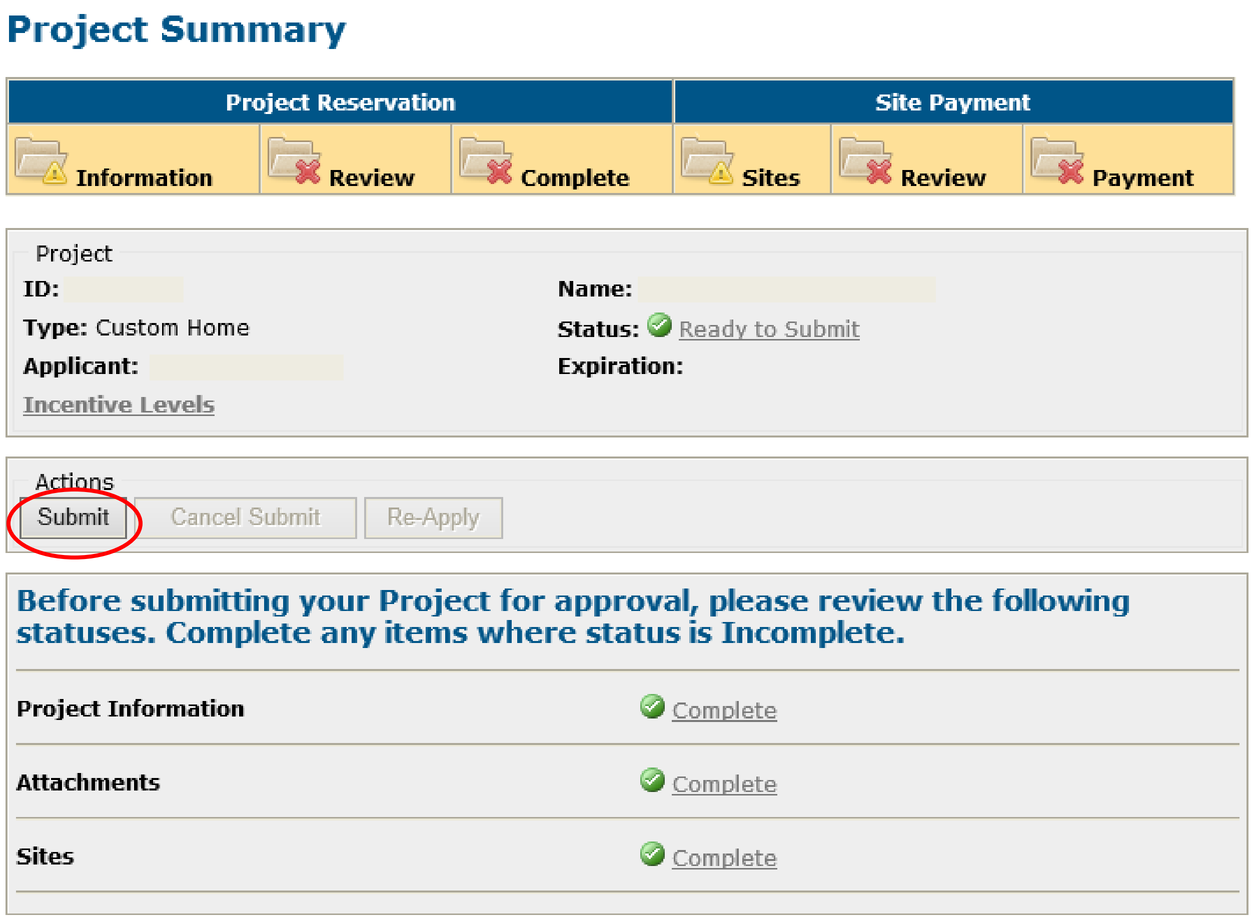
Submit | Cancel Submit | Withdraw | Return Unused Capacity

Before submitting your Site for approval, please review the following statuses. Complete any items where status is Incomplete.

Site Information	Complete
Attachments	Complete
Equipment	Complete

Submit a Reservation Application

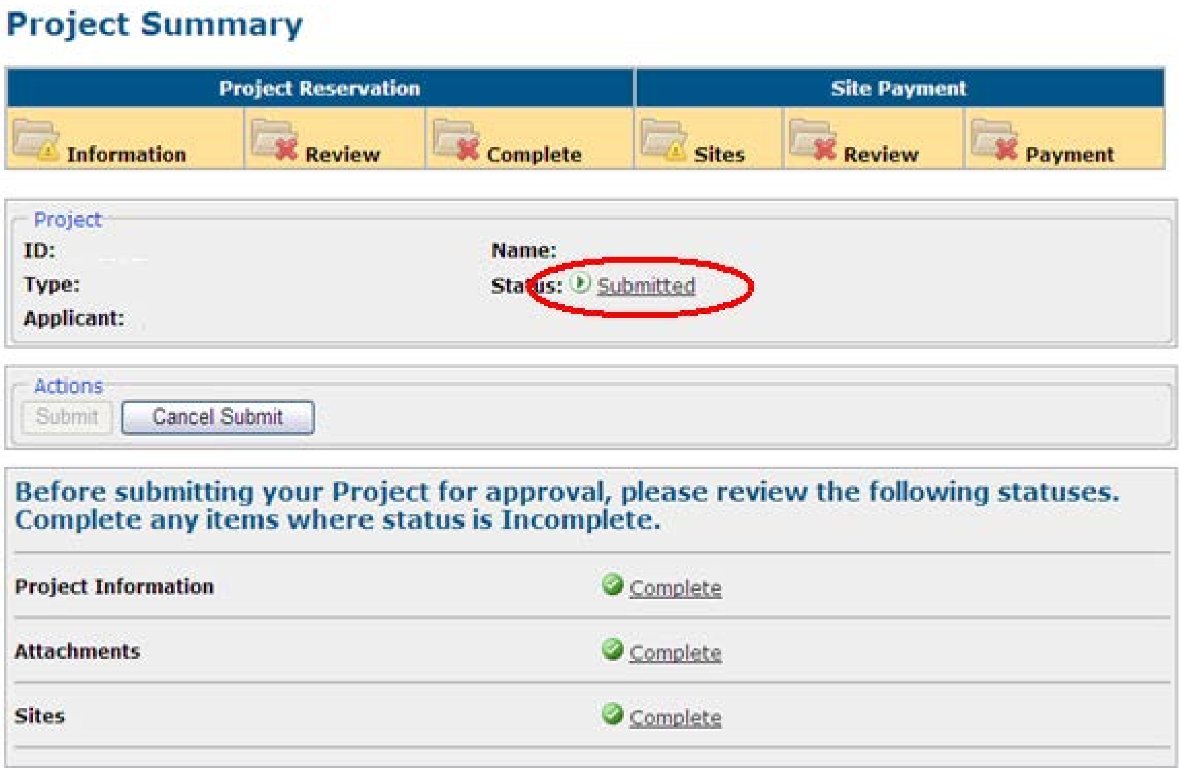
The Project Submit button has now been activated on the Project Summary page. If you are ready to submit your project, select the "Submit" button.



After you select the Submit button a pop-up message will appear.

If you are ready to submit, select the "Ok" button.

The Project Status has now changed to Submitted. If you want to cancel the submission of the application, select the Cancel Submit button. You can only cancel the submission before the project has been received by the Energy Commission.



The Energy Commission (CEC) will review your application and the documents that were attached to the application. **<u>If additional information is needed, the CEC will notify you</u>** (generally via the Primary Contact email address).

While your application is being reviewed the statuses will change. Possible status changes are "Received", "More Information", "Submitted to Plan Check", "More Plan Check Information", and "Plan Check Approved". If the status is "More Information", you will have the ability to add or change uploaded documents corresponding to the correction notification sent to you. <u>Please be sure to re-submit the application when corrections have been completed</u>.

When the project has been approved by the Energy Commission, the project status will change to "Approved by CEC". The Project Summary will now be updated to include the following message: "See the Site Summary for any non-paid Site for additional actions."

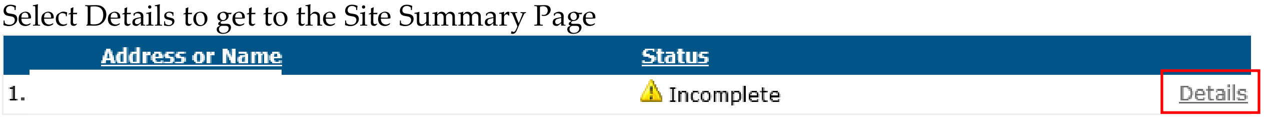
If additional information is requested and is not adequately addressed by the stated deadline, the project may be disapproved and the project status will change to "Disapproved". The option to Re-Apply will appear under Actions. If this is necessary, the Re-Apply function provides the convenience of creating a new pre-filled application which transfers documents from the disapproved application into the new one.

Submit a Payment Claim

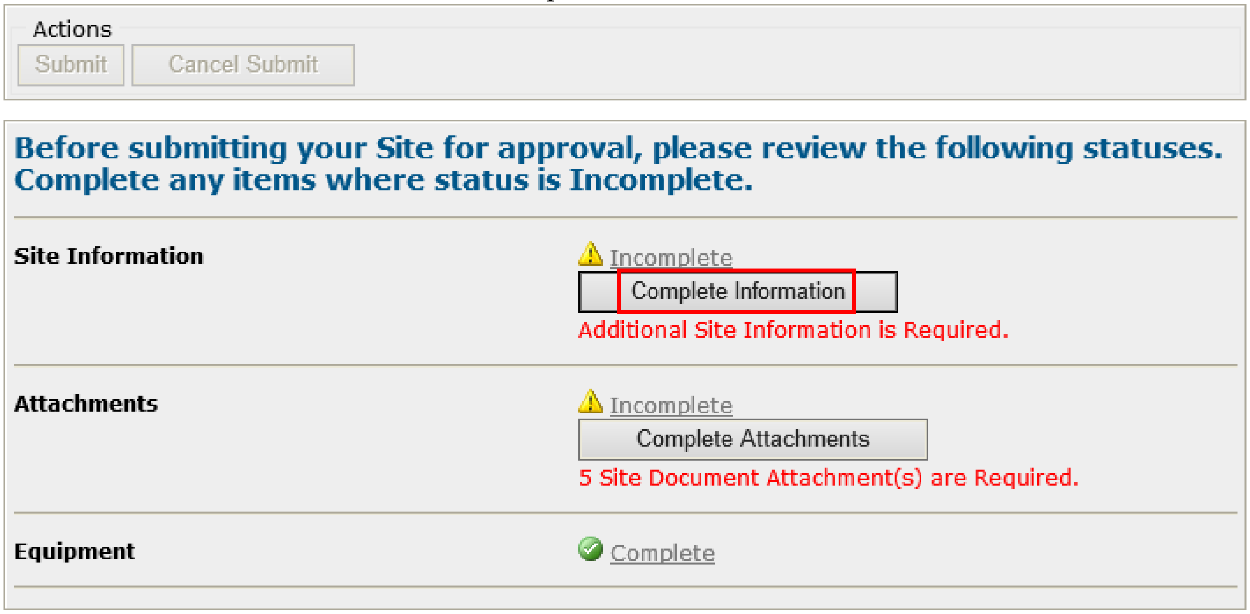
Select the "Complete Sites" button to review what additional information is required. This information is submitted after the solar installation is complete and certified.

Note: The sites must be submitted before the project expires. If the hard copy of the Payment Claim Form (NSHP-2) is mailed and postmarked before the project is expired, this gives an additional 3 months or 90 days (whichever comes later) to submit the site for payment.

Select Details to get to the Site Summary Page



In Site Information section, select the Complete Information button.



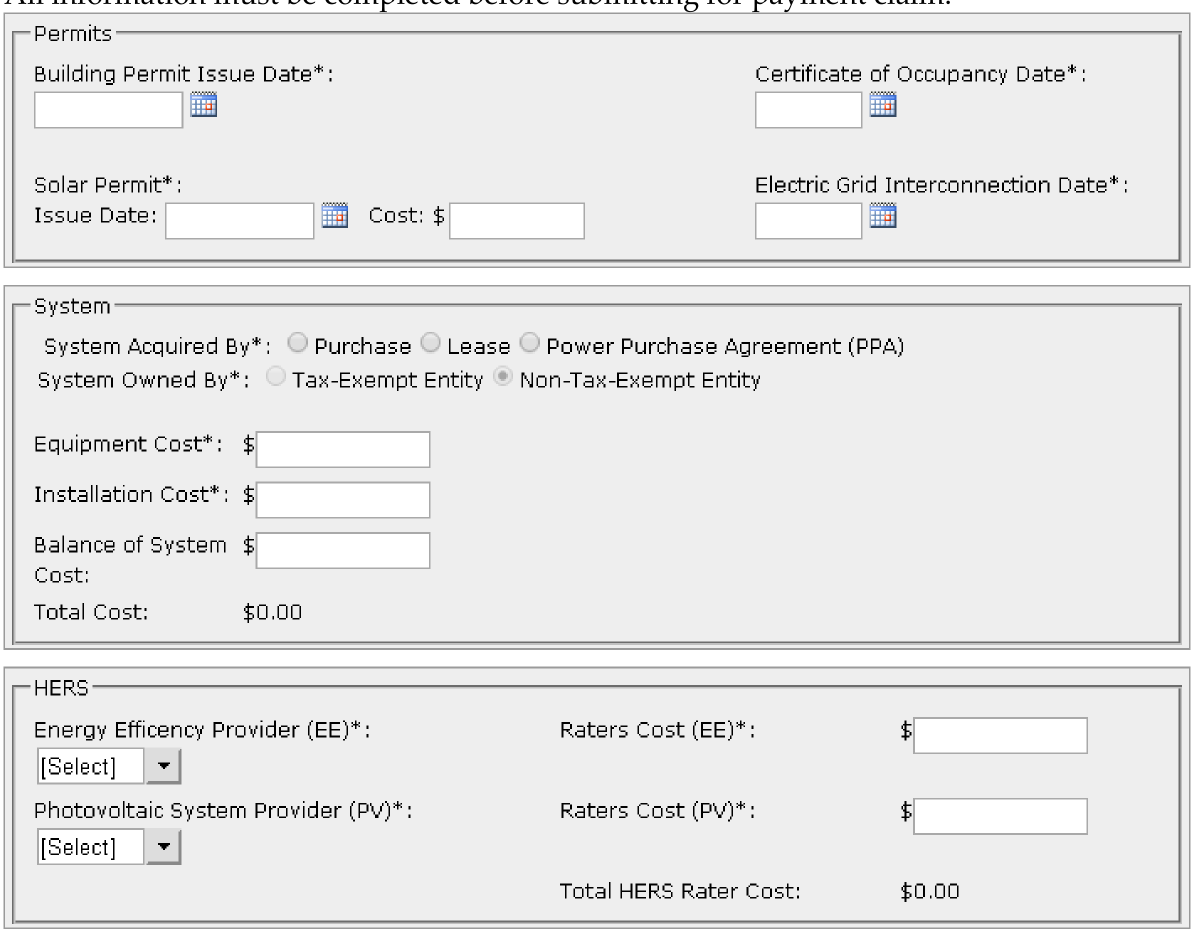
Actions

Submit | Cancel Submit

Before submitting your Site for approval, please review the following statuses. Complete any items where status is Incomplete.

Site Information	Incomplete Complete Information Additional Site Information is Required.
Attachments	Incomplete Complete Attachments 5 Site Document Attachment(s) are Required.
Equipment	Complete

All information must be completed before submitting for payment claim.



Permits

Building Permit Issue Date*:

Certificate of Occupancy Date*:

Solar Permit*:
Issue Date: Cost: $

Electric Grid Interconnection Date*:

System

System Acquired By*: Purchase Lease Power Purchase Agreement (PPA)
System Owned By*: Tax-Exempt Entity Non-Tax-Exempt Entity

Equipment Cost*: $

Installation Cost*: $

Balance of System Cost: $

Total Cost: $0.00

HERS

Energy Efficency Provider (EE)*: [Select]

Raters Cost (EE)*: $

Photovoltaic System Provider (PV)*: [Select]

Raters Cost (PV)*: $

Total HERS Rater Cost: $0.00

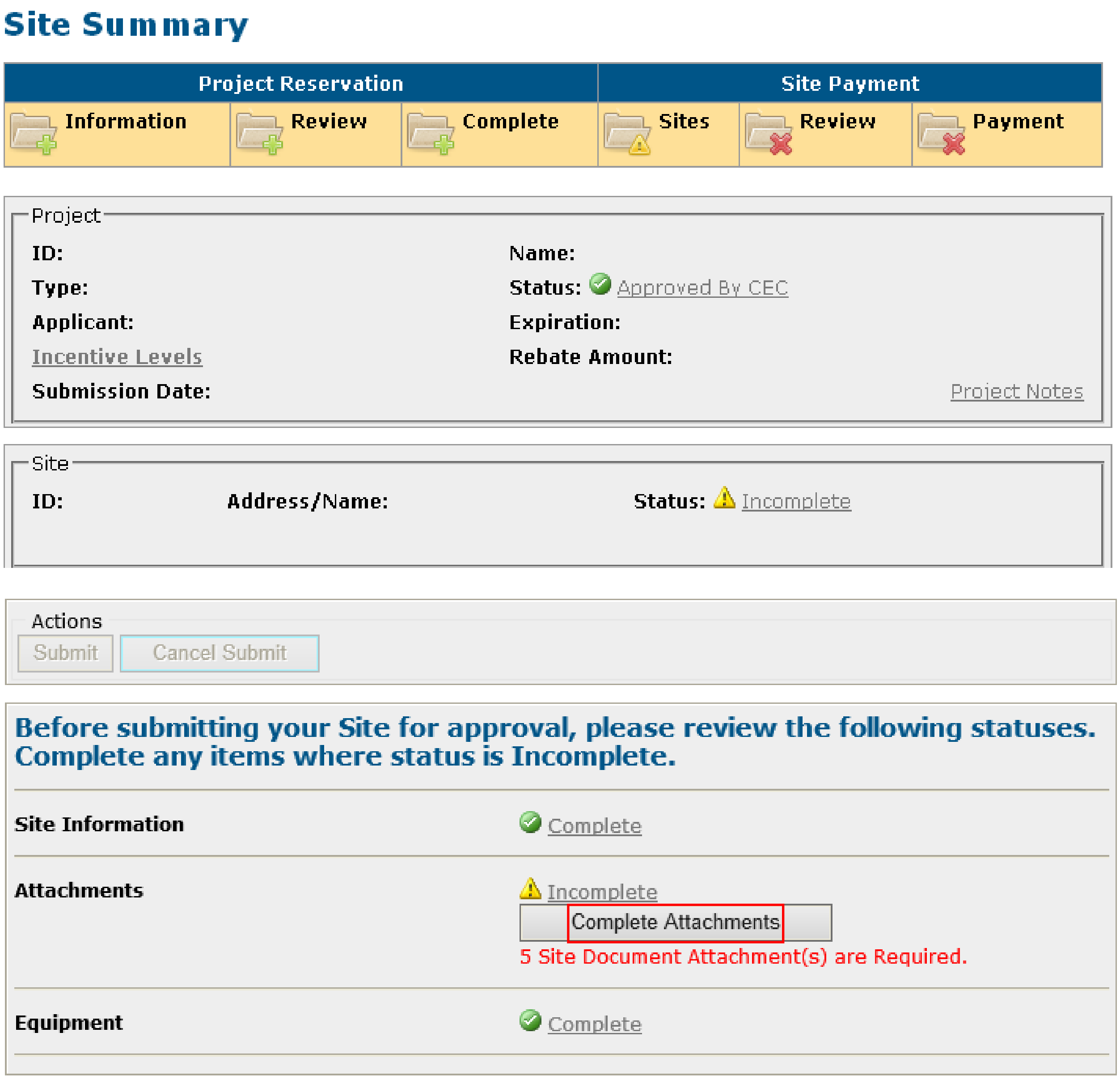
The following sections need to be completed:

- Permits
- System
- HERS

For definitions of each field go to the "Creating a Site" section starting on page 16.

After all of the required fields are completed, select the Save and Return button.

In the Attachments section, select the "Complete Attachments" button.



You can either attach the documents in the web tool, or mail in the documents that are required to the Energy Commission. If you choose to mail in hard copies of all the documents, make sure you press the “Mail In” link for all the documents that you are providing.

Note: Attachments have a size restriction. The document cannot be larger than 15 MB. You can break up the attachment into smaller sizes in order to submit via the web tool, or submit the entire attachment by mail.

All documents with an asterisk are required, therefore you will need to attach or mail in all of those documents in order to submit the payment claim. The NSHP-2 **must** be mailed to the CEC. The mailing address is listed on page 2.

Site

ID: **Address/Name:** **Status:** Incomplete

Actions

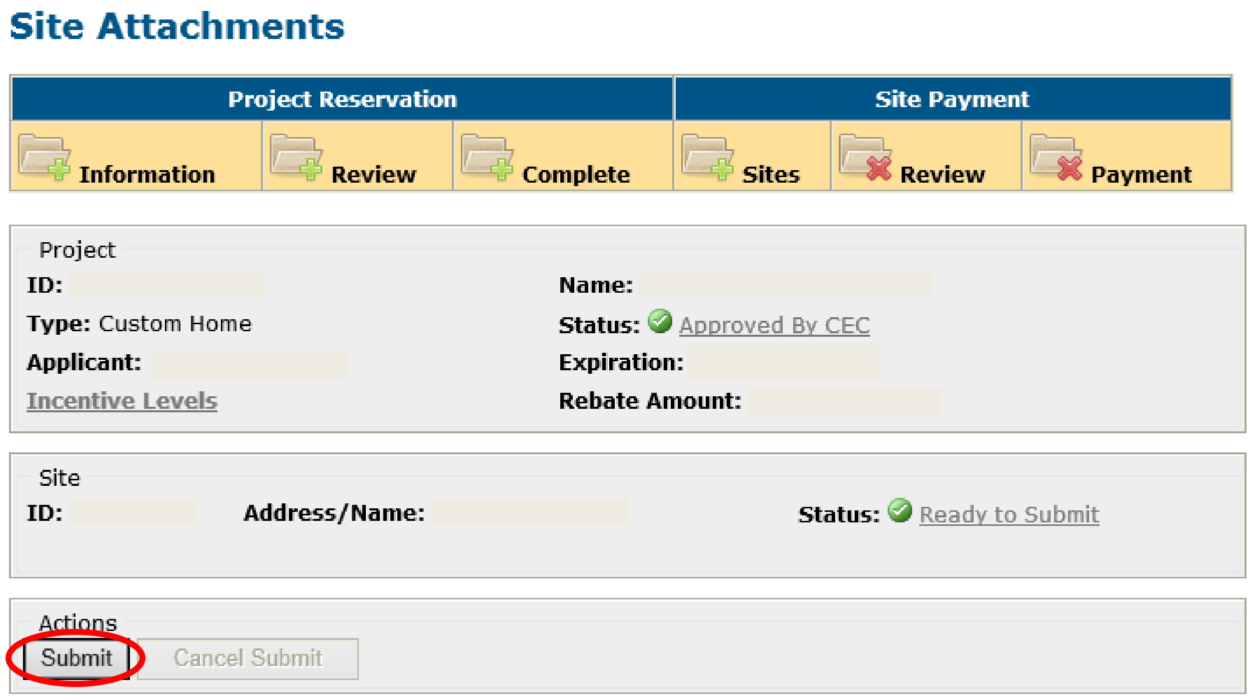
Submit Cancel Submit

Expand All Mail All Download Payment Claim Form Download Warranty Form

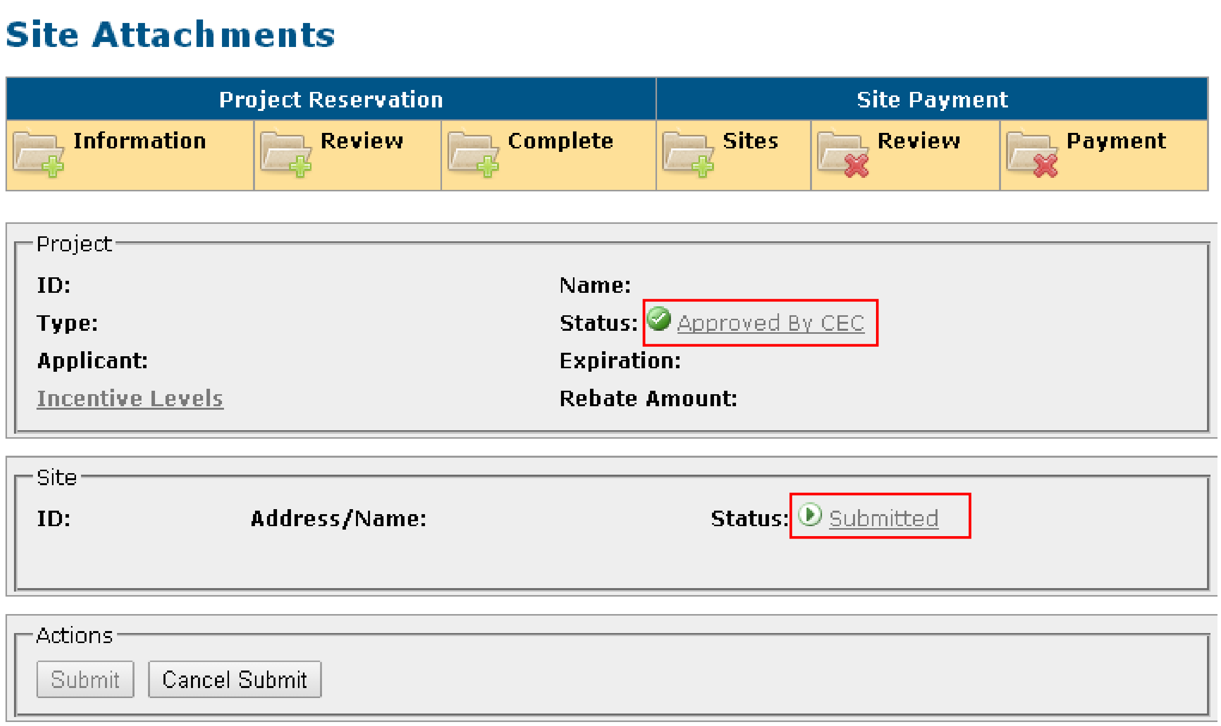
	Guidebook Requirement		
1.	Final Building Permit Signoff	Attach	Mail In
2.	Final Invoice Payment Proof / Final System Cost Documentation	Attach	Mail In
3.	HERS EE Verification Forms CF-4R / CF-3R and NSHP EE-3	Attach	Mail In
4.	HERS PV Verification Form (NSHP FI-3)*	Attach	Mail In
5.	Interconnect Authorization Letter*	Attach	Mail In
6.	Lease / PPA Agreement	Attach	Mail In
7.	Miscellaneous Documents	Attach	Mail In
8.	Payee Data Form*	Attach	Mail In
9.	Revised FI Calculator Form (NSHP FI-1)	Attach	Mail In
10.	Signed NSHP-2 Form (Must be mailed to Program Administrator.)*	Attach	Mail In
11.	Ten-Year Warranty and Final Cost Form (NSHP-3)*	Attach	Mail In
12.	Utility Energy Efficiency Program Payment Approval Letter	Attach	Mail In

Asterisks (*) next to any Document indicates that the Document is required

Once all required payment claim documents have been provided, select the Submit button in the Actions section.

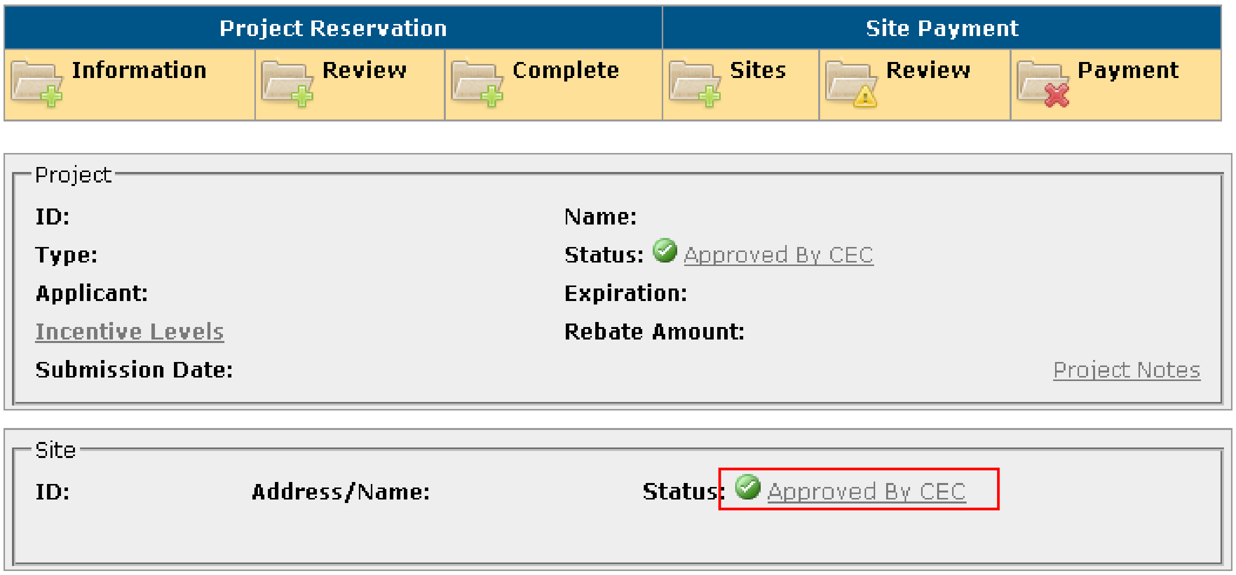


The application has been submitted and will be reviewed by the CEC. The Project status will now reflect Approved by CEC and the Site status will change to Submitted.



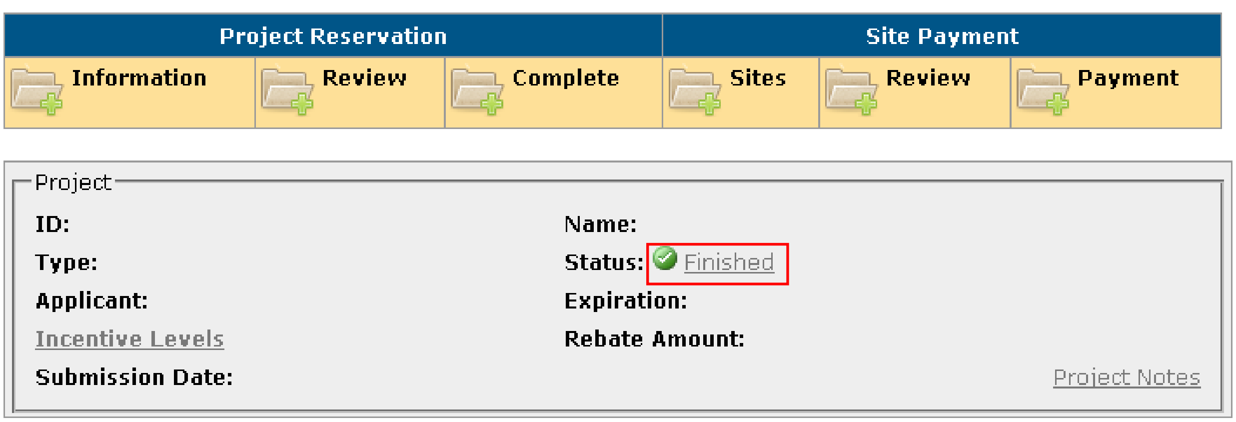
Similar to the reservation review process, the CEC will review the payment claim. If it is complete and accurate, the Site status will change to Approved by CEC.

Site Attachments



After all of the approvals have been completed, the rebate incentive will be processed for payment. The State Controller's Office will issue a check to the payee identified on the NSHP-2 form. After this has occurred, the Project and Site status will change to Finished.

Project Summary



Please review the NSHP Guidebook, Tenth Edition for detailed information on all application requirements.

Please contact the Renewables Call Center for general program questions at renewable@energy.ca.gov or 1-844-421-6229.